

(CLASSIFICATION)

63-3667

# ACTION MEMORANDUM

## OFFICE OF THE DIRECTOR

Action Memorandum No. A-237Date 1 May 1963

TO : Director of Personnel  
VIA : Deputy Director/Support  
SUBJECT : Secretaries

### REFERENCE:

1. I believe it would be worthwhile to conduct a review of the secretarial assignments throughout the Agency in order to determine whether those positions classified as secretarial are being properly used. It has come to my attention repeatedly that in many instances highly qualified girls with excellent secretarial abilities are not being properly used and consequently occupy positions which are both personally frustrating and in which Government money is being wasted because the position could be lower graded and the secretaries used elsewhere. There has been an increasing tendency throughout the Agency for senior officials to have special assistants who engage in a great deal of work that could be classified as secretarial--setting up meetings, locating papers, etc. Further, I am convinced that in many instances senior officials of the Agency have secretaries only as a prestige factor.

2. Perhaps the Salary and Wage Division would be the appropriate unit to conduct this study, and I am sure it would reveal certain areas where positions can be reduced in grade and highly qualified girls could be moved to other jobs where they can be more productive. In addition, I am sure that this study can result in savings that will more than offset its cost.

SUSPENSE DATE: 3. I would like a report of the results by 1 July 1963.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

O&amp;I - Addressee

1 - DCI; 1-DDCI; 1-ExDir; 1-ER

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